

SADDLEBACK COMMUNITY COLLEGE DISTRICT
28000 MARGUERITE PARKWAY
MISSION VIEJO, CALIFORNIA 92692

MEETING OF THE BOARD OF TRUSTEES
7:30 P.M., FEBRUARY 22, 1993
LIBRARY 105
SADDLEBACK COLLEGE

AGENDA

CLOSED SESSION - 7:00 P.M.

PLEDGE OF ALLEGIANCE

Led by Trustee Swanson

APPROVAL OF AGENDA

ACTION

MINUTES OF PREVIOUS MEETING

ACTION

Regular Meeting of January 25, 1993

ACTIONS TAKEN IN CLOSED SESSION

PRESENTATIONS AND INTRODUCTION OF GUESTS

PRIORITY

CONSENT CALENDAR

1. CONSENT CALENDAR

ACTION

Designated items will be recommended for action as indicated.

GENERAL

2. GRANT APPLICATIONS

ACTION

It is recommended that the board approve the Saddleback College grant proposals "Counselor Training Grants Program," U.S. Department of Education, and "Enriching the Cultural Diversity of Teachers Through the Community College Apprentice Teacher Project," Fund for the Improvement of Post-Secondary Education (FIPSE); and the Irvine Valley College grant proposal "Dissemination of Business Education Model Curriculum, Phase II," Chancellor's Office, California Community Colleges.

3. IRVINE VALLEY COLLEGE: GRANT ACCEPTANCES

ACTION

It is recommended that the board accept the award of funds from the State Chancellor's Office, California Community Colleges for the following grant projects:

a. COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)

in the amount of \$27,110 to establish a child care reimbursement voucher program to expand existing CARE-related services.

b. VOCATIONAL EDUCATION STAFF DEVELOPMENT 1992-1993

in the amount of \$42,989 to conduct three regional workshops, co-sponsor/participate in two conferences, support the State Chancellor's office VATEA implementation, conduct a needs assessment, and plan a priority-setting retreat.

c. JTPA STAFF DEVELOPMENT

in the amount of \$20,000 to conduct staff development activities designed to increase the awareness and understanding of California's community college personnel of JTPA and its administrative structures.

4. BOARD POLICY 4220

REVIEW/STUDY

It is recommended that the board accept for review and study Board Policy 4220, Substitute Classified Employees, as shown.

INSTRUCTION AND STUDENT SERVICES

5. SADDLEBACK COLLEGE: CHANGES FOR THE GENERAL EDUCATION PACKAGE FOR THE 1993-1994 CATALOG

ACTION

It is recommended that the board approve the General Education changes in Saddleback College's 1993-1994 catalog, as presented as authorize publication of the document.

6. SADDLEBACK COLLEGE: CHANGES FOR THE 1993-1994 CATALOG

ACTION

It is recommended that the board approve the policy and curriculum changes in Saddleback College's 1993-1994 catalog, as presented and authorize publication of the document.

7. COMMUNITY EDUCATION PROGRAMS

ACTION

It is recommended that the board approve the spring 1993 Community Education Programs, presenters, and compensation for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

8. STUDENT CERTIFICATES OF ACHIEVEMENT

ACTION

It is recommended that the board approve the granting of certificates to the students listed for:

- a. SADDLEBACK COLLEGE
- b. IRVINE VALLEY COLLEGE

9. SADDLEBACK COLLEGE: GUEST ARTISTS/SPEAKERS ACTION

It is recommended that the board approve/ratify the following guest artists and speakers:

- a. MILTON GRIMES, LEONARD HUBBARD, AARON MELVIN

for their presentations during Black History Month at no charge for Messrs. Grimes and Melvin, and for a fee of \$50 for Mr. Hubbard.

- b. ALAN BEEL AND JAY WALLACE

for their presentations on February 9 and 10 during AIDS Awareness Week at no charge.

- c. MILBRAE BURCH

to conduct a storytelling workshop at the High School Theatre Festival on April 23 for a fee of \$250.

- d. RICHARD ABRAHAM

to perform as rehearsal accompanist and pianist for the musical "Lady, Be Good!" for a fee not to exceed \$2,500.

- e. PERIWINKLE PRODUCTIONS

for a stilt walker to perform at the Chocolate Sunday event on March 21 for a fee not to exceed \$400.

- f. JIM GAMBLE PUPPET PRODUCTIONS

for three performances of "The Great Chocolate Caper" on March 21 for a fee not to exceed \$2,000.

10. SADDLEBACK COLLEGE: BRN CONSULTANT TRAVEL EXPENSES ACTION

It is recommended that the board approve the payment of travel expenses incurred during the Nursing Program's accreditation review visit in fall 1993 to Usrah Claar-Rice, BRN Consultant, in an amount not to exceed \$50

11. CONSULTANT AGREEMENTS

ACTION

It is recommended that the board approve the following consultants:

a. SADDLEBACK COLLEGE: LISTED INDIVIDUALS

to serve as clinical evaluators, proctors, center assistants and resident actors for the Regional Health Occupations Resource Center project in the amounts listed.

b. IRVINE VALLEY COLLEGE: BARBARA JOSEPHSON

for her presentations at the workshops on February 27 and 28 for the Local Area Network Curriculum Development and Teacher Training Project in the amount of \$1,000.

c. IRVINE VALLEY COLLEGE: MCGILLICUDY & ASSOCIATES

for the planning, arranging, and implementing activities connected with the Vocational Education Staff Development 1992-1993 grant project in the amount of \$38,825.

d. IRVINE VALLEY COLLEGE: MCGILLICUDY & ASSOCIATES

for the planning, arranging, and implementing activities connected with the JTPA Staff Development grant project in the amount of \$19,325.

e. IRVINE VALLEY COLLEGE: ROBERT SCOTT, PH.D.

to in-service the Crisis Intervention Team on the signs and symptoms of distress, disaster psychology, victim response, legal issues, confidentiality, phases of violent and disruptive behavior, intervention strategies and debriefing participants following a crisis on March 12 for a cost not to exceed \$1500.

12. CONFERENCE ATTENDANCE

ACTION

It is recommended that the board approve the following:

- a. SADDLEBACK COLLEGE: UNITED STATES STUDENT ASSOCIATION'S NATIONAL STUDENT CONGRESS

attendance by one or more students and an advisor at the U.S.S.A. Congress in Washington D.C. to be held March 19-22, funding provided by ASG.

- b. SADDLEBACK COLLEGE: INTERCOLLEGIATE TENNIS COACHES ASSOCIATION (ITCA) WESTERN TENNIS TEAM CHAMPIONSHIPS INVITATION

attendance at the fifth annual ITCA tournament by ten members of the Men's Tennis Team and one coach to be held April 1-4 in Odessa, Texas, funding provided by the Men's Tennis Association, ASG, and individual team members.

- c. IRVINE VALLEY COLLEGE: EOPS LEADERSHIP CONFERENCE

attendance of student Christopher Tuvell at the EOPS Leadership Conference in Wilseyville, California, on April 4-9 at a cost of \$200 for transportation and incidentals.

13. IRVINE VALLEY COLLEGE: EVENTS/RECEPTION

ACTION

It is recommended that the board approve the following:

- a. SCHOOL OF FINE ARTS EVENTS

a variety of Cultural Arts and Educational events as listed scheduled during the spring semester 1993.

- b. NEWSPAPER RECEPTION

reception held by the School of Humanities and Languages on February 27 to introduce the first edition of "The Voice" to the campus and community.

14. IVC FOUNDATION: FUNDRAISERS

INFORMATION

The Irvine Valley College Foundation will hold a "Spaghetti Dinner" on March 20 in the Student Services Center and a duathlon, a world championship qualifying event for the 5K Run and 20K Bike Race on March 21, May 9, and June 20 in the Irvine Spectrum.

FACILITIES

15. SADDLEBACK COLLEGE: CHEMICAL STORAGE FACILITY

ACTION

It is recommended that the board approve the following:

a. AWARD OF CONSTRUCTION CONTRACT

Bid 899 to Louis T. Gabriel in the amount of \$416,308 conditional upon the approval of the augmentation and release of funding by the State Chancellor's Office.

b. MATERIALS TESTING AND INSPECTION SERVICES CONTRACT

with ICG, Inc., in the amount of \$3,985 for field and laboratory materials testing and inspections for the construction of the project.

c. SOILS TESTING AND INSPECTION AGREEMENT

with PSI, Inc., in the amount of \$8,787.45 for soils testing and inspection services for the construction of the project.

d. INSPECTION SERVICES CONTRACT

with Rick Brown as inspector-of-record at a cost of \$10,000 for the construction of the project.

16. SADDLEBACK COLLEGE: CHILD DEVELOPMENT CENTER CHANGE ORDER ACTION

It is recommended that the board approve Change Order 8 increasing the contract by \$8,238 to \$1,820,455 with seven days extension to the project completion date.

17. NOTICES OF COMPLETION ACTION

It is recommended that the board approve final acceptance of the general construction, authorize the filing of Notices of Completion with the County of Orange, and authorize the release of the retention 35 days after the date of filing for the following projects:

- a. SADDLEBACK COLLEGE: MAIN ELECTRICAL SERVICE FEEDER
- b. IRVINE VALLEY COLLEGE: PARKING LOT 6

18. IRVINE VALLEY COLLEGE: HART GYMNASIUM ACTION

It is recommended that the board approve the following:

- a. CHANGE ORDER 1

to increase the contract by \$4,996.41 to \$3,330,996.41 with eight days extension to the project completion date.

- b. SUBSTITUTION OF ELECTRICAL CONTRACTOR

from JWP Transpack Group, Inc., to R.L. Douglas Electric, Inc., for construction of the project.

19. IRVINE VALLEY COLLEGE: LEARNING RESOURCES CTR. ACTION

It is recommended that the board approve the following:

- a. WORKING DRAWINGS

as prepared by Stockton/Jellison for submittal to the state for approval and release of funds for working drawings.

b. PRELIMINARY SOILS INVESTIGATION CONTRACT

with PSI, Inc., to provide geotechnical services for a fee of \$3,675.

BUSINESS/FISCAL

20. AWARD OF BIDS

ACTION

It is recommended that the board approve the following:

a. IRVINE VALLEY COLLEGE: REPLACEMENT OF HEAT PUMP SYSTEM

Bid 157 to San Marcos Mechanical, Inc., for the amount of \$59,488.

b. DISTRICT: RENTAL OF FIVE-YEAR HIGH SPEED COPIER, 1993-1998

Bid 904 to Best Copy Products for a cost of \$.0176 per impression with no escalation clause during the five-year period.

21. SADDLEBACK COLLEGE: EMERGENCY AWARD OF CONTRACT FOR ELECTRIC REPAIRS

ACTION

It is recommended that the board ratify a contract with Gilbert & Stearns for the replacement of a transformer, including all electrical wiring necessary, in the Technology and Applied Science Building for the amount of \$35,470 and authorize the Vice Chancellor, Fiscal Services and Operations, to execute the appropriate contract documents.

22. BUDGET ALLOCATION MODEL 1993-1994

ACTION

It is recommended that the board approve implementation of the committee recommendations for 1993-1994 with the provisions and recommendations indicated in Exhibit A.

23. SADDLEBACK COMMUNITY COLLEGE DISTRICT: ACTION
SUPPLEMENTAL EARLY RETIREMENT PLAN (SCCD-SERP)

It is recommended that the board adopt Exhibit A establishing the conditions of the plan; Exhibit B, resolution 93-12, implementing a Supplemental Early Retirement Plan for Classified, Classified Leadership, and Administrative employees, known as the Saddleback Community College District Supplemental Early Retirement Plan (SCCD-SERP); and Exhibit C, the Memorandum of Understanding between CSEA Chapter 586 and SCCD.

24. IRVINE VALLEY COLLEGE: CARE GRANT BUDGET ACTION
AMENDMENT

It is recommended that the board adopt resolution 93-04 to amend the 1992-1993 General Fund Restricted Budget in the amount of \$27,110 and direct that these funds be appropriated to the accounts and in the amounts displayed.

25. CLAIM AGAINST THE DISTRICT: GERALDINE ACTION
SCHUSTERMAN

It is recommended that the board reject the claim of Geraldine Schusterman dated January 13, 1993, and refer it to the District's insurance administrator for processing.

26. TRANSFER OF BUDGET APPROPRIATIONS ACTION

It is recommended that the board approve/ratify transfers of appropriations delineated.

27. PURCHASE ORDERS ACTION

It is recommended that the board approve purchase orders 38050 through 38724 totaling \$1,225,935.04.

28. PAYMENT OF BILLS ACTION

It is recommended that the board approve checks 34079 through 36151 totaling \$5,099,926.86; credit card purchases totaling \$1,995.15; Saddleback College Community Education checks 3437 through 3497 totaling \$41,435.93; and Irvine Valley College Community Education checks 3911 through 3959 totaling \$15,619.72.

29. TRUSTEE REQUEST TO ATTEND CONFERENCES AND MEETINGS ACTION

It is recommended that the board approve trustee requests for travel and/or mileage as shown.

30. 1993 DISTRICTWIDE CLASSIFIED DEVELOPMENT DAY ACTION

It is recommended that the board approve the 1993 Districtwide Classified Development Day on Wednesday, April 7, 1993, at a cost not to exceed \$6,000.

31. CONSULTING CONTRACT: INNOVATIVE BUSINESS SYSTEMS ACTION

It is recommended that the board approve the consulting contract with Robert Urell, Innovative Business Systems, for Macintosh computer training for District Services staff at a fee of \$60 per hour, not to exceed \$1,200.

CONSULTATION ON STATEWIDE ISSUES

32. PROPOSED GUIDELINES FOR LOCAL REGISTRATION PRIORITIES CONSULTATION

The State Chancellor's Office has forwarded the proposed Guidelines for Local Registration Priorities and is seeking the input of local boards, CEOs and other interested parties by March 5, 1993.

SPECIAL REPORTS

33. REPORTS INFORMATION
- a. Public Comments Concerning Items Not on Agenda
 - b. Board Members' Reports
 - c. Saddleback College President's Report

- d. Irvine Valley College President's Report
- e. Academic Senate's Reports
 - 1. Saddleback College Academic Senate
 - 2. Irvine Valley College Academic Senate
- f. California School Employees Association Report
- g. Faculty Association Report
- h. Classified Senate/Councils' Report
 - 1. Saddleback College Classified Senate
 - 2. Irvine Valley College Classified Council
 - 3. District Classified Council
- i. Chancellor's Report

PERSONNEL

34. EMPLOYMENT AND STATUS CHANGE ACTION

a. ACADEMIC PERSONNEL

It is recommended that the submitted academic personnel actions be approved.

b. CLASSIFIED PERSONNEL

It is recommended that the submitted classified personnel actions be approved.

35. CONSULTANT AGREEMENT: SEXUAL ORIENTATION WORKSHOPS ACTION

It is recommended that the board approve the consultant agreement with and payment to Mr. Chuck Stewart for three to four workshops to be conducted for district and college employees by May 21 at a fee of \$300 for each workshop, not to exceed four workshops for a total of \$1200.

GIFTS TO THE DISTRICT

36. GIFTS

ACTION

It is recommended that the board accept the following gifts: various hardback and paperback books to be added to the Library collection, donated by those listed to Saddleback College; 22:286, 12 MHZ personal computers with 2M byte RAM and floppy disk drive controller card in each to be used as assembly and troubleshooting of computers in EST 220 and ET 120, donated by Mr. Randy Zimmer, President, Win Research, to Saddleback College; Howtek Scanmaster II and MACSCAN-IT software to be used in the classroom, donated by Ron Slimm, to Saddleback College; \$2,000 to contribute toward the purchase of a Canon PC80 Reader/Printer for patron's use in the Library, donated by Friends of the Library to Saddleback College; and five IBM 3180 display terminals and keyboards for use on the AS/400 system to be used for instructional purposes, donated by Bruce Aivazian, Vice President/Controller, The Sammis Company, to Irvine Valley College.

CORRESPONDENCE

37. CORRESPONDENCE

INFORMATION

CLOSED SESSION - IF REQUIRED

ADJOURNMENT

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